

**College of Arts & Letters  
University of Notre Dame  
Staff Administration Meeting Minutes  
Thursday, February 21, 2019**

**1. Welcome – Michelle LaCourt**

- Michelle introduced new staff members:
  1. Chloe Moreno is the program Assistant for the Lab for Economics Opportunities (LEO).
  2. Heather Reynolds is the Managing Director for LEO
  3. Carly Watkins is the Administrative Coordinator in Political Science for the Rooney Center.
  4. Melissa Benefiel is the Grant Support Specialist for LEO.
  5. Elicia Dennis is the new Web Content Strategist in the Office of Communications.
- Michelle announced that Mo Marnocha will be retiring on June 30, 2019. The plan is to have Mo train her replacement before she leaves. Her position will be posted soon.

**2. HR – Kim Patton**

- Kim thanked everyone who completed the NDVoice survey. There was a 77.5% response rate. All the data collected will be presented at the Spring Town Hall meeting.
- There is a new director for the Wellness Center. More information will be announced in the next NDWorks.
- Next year's staff merit guidelines will be published by next week.

**3. ALCO – Matt Pollard**

Matt questioned how people contact tech support. Most everyone commented that they call the Help Desk, 1-8111. He advised that the Help Desk can also be contacted at [oihelp@nd.edu](mailto:oihelp@nd.edu) as well as by chat at <http://help.nd.edu>. Matt added that another way to contact ALCO is 1-7021.

**4. Space – Matthew Fulcher**

- The English Department moved to the second floor of Decio.
- Latino Studies will move from McKenna Hall to Bond Hall over Spring Break.
- The History Department will move to the fourth floor of Decio over the summer.

**5. Office of Communication – Kate Garry**

- Kate is very excited to have Elicia Dennis join them as their Web Strategist; she started yesterday. Kate will send out Elicia's bio and contact information.
- Kate thanked everyone who came to the Department Branding Info Workshops. There will be one more workshop on Friday, March 8<sup>th</sup>, at 11:00 a.m., in 119 O'Shaughnessy.

**6. SAS – Olivia Williamson, President**

- Olivia introduced the members of SAS: Jenny Petersen, Vice President; Jessica Likens, Secretary; Noelle Elliott, Media Officer; Kristine Alumbaugh; Christine Grandy; Kelly Huth; Tammy Kaczor; Kim Murray; and Cassie Rekos.
- *Lunch and Learn* for March will be a crochet demonstration. More information will follow.
- A tour of the new Architecture building is being planned for April. More information will follow in our newsletter.
- The Spring Break event will have Victorian Pantry's chef, Steve Stogdill, give a demonstration and food tasting. This event will take place on March 13<sup>th</sup>, 11:00 a.m. to 2:00 p.m., in Jenkins Nanovic.
- You can go to [ALSAS@nd.edu](mailto:ALSAS@nd.edu) for events and updates.
- The SAS committee has been invited to help analyze the NDVoice results.
- The next meeting is Thursday, March 14<sup>th</sup>, at 9:00 a.m., in 339 O'Shaughnessy. The first 15 minutes are a public forum. Feel free to stop by and voice any concerns.

**7. Ultra Time – Leigh Anne Roberts, Anne Marie Peck, and Sue Walczewski**

The payroll team gave a demonstration of changes that will take place in Ultra Time. The Ultra Time website has training materials if you have questions. These changes will be implemented by the end of March.

**The Meeting Ended at 9:50 a.m.  
Next Meeting is March 28, 2019  
9:00 a.m.  
119 O'Shaughnessy Hall**